



State of New Jersey

Department of Human Services

Philip Murphy
Governor
Sheila Y. Oliver
Lt. Governor
Sarah Adelman
Commissioner

The New Jersey Department of Human Services invites you to apply for the following position:

JOB POSTING NUMBER	183-22	ISSUE DATE	5/9/2022	CLOSING DATE	6/9/2022					
TITLE	Analyst Trainee									
LOCATION	Division of Medical Assistance and Health Services Office of Medicaid Innovation and Business Intelligence – Business Intelligence Unit 7 Quakerbridge Plaza Hamilton, NJ 08619	RANGE	P95							
		SALARY	\$45,521.43 - \$47,579.48							
		OPEN TO	Public							
DEFINITION	<p>Under the direction of a supervisor in a State department or agency, as a trainee and productive worker, receives on the job training in analytic practices/procedures and application and research and preparation of reports, completes assignments which will provide practical analyst experience and/or learns to review and analyze financial reports; does other related work.</p> <p>The Analyst Trainee(s) selected for this posting will be placed within the Office of Business Intelligence (OBI) within the Division of Medical Assistance and Health Services. OBI is the in-house data analytics shop for New Jersey's Medicaid program. It is responsible for supporting agency leadership and staff in obtaining and analyzing accurate and relevant data to support informed and fiscally responsible decision making and program operations. As part of this role, OBI conducts advanced data analytics, including ad hoc and recurring reporting, data validation, cost analyses, and program evaluation. OBI is also responsible for developing graphical or other user-friendly ways of presenting program data, both to internal audiences, and to stakeholders and members of the public. OBI works closely with other units within the Division of Medical Assistance and Health Services, along with other Divisions and Departments, and agency vendors/contractors.</p> <p>This position presents the opportunity for an individual with an interest in technical and quantitative work to enter public service and support the more than two million New Jersey residents who receive health insurance through New Jersey's Medicaid and CHIP (Children's Health Insurance Program) programs.</p> <p>Upon successful completion of 12-month trainee period, journey title is Administrative Analyst 1.</p>									
REQUIREMENTS										
EDUCATION	Graduation from an accredited college or university with a Bachelor's degree.									
EXPERIENCE										
NOTE										
NOTE FOR FOREIGN DEGREES	Degrees and/or transcripts issued by a college or university outside of the United States must be evaluated by a reputable evaluation service at your expense. The evaluation must be included with your submission. Failure to submit the required evaluation may result in an ineligibility determination.									
LICENSE	Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.									
IMPORTANT NOTICE										
RESIDENCY	Effective 9/1/11, NJ PL 70 (NJ First Act), requires all State employees to reside in New Jersey, unless exempted under the law, or current employees who live out-of-state and do not have a break-in service of more than 7 calendar days, as they are "grandfathered." New employees or current employees who were not grandfathered and who live out-of-state have one year after the date of employment to relocate their residence to New Jersey or request an exemption. Current employees who reside in NJ must retain NJ residency, unless he/she obtains an exemption. Employees who fail to meet the residency requirements or obtain an exemption will be removed from employment.									
NOTE	Applicable special re-employment list established as a result of a layoff will be used before any promotions are made. <i>All State workers are required to be fully vaccinated or submit to weekly COVID testing as of October 18th, 2021.</i> <i>To comply with that requirement, fully vaccinated staff must provide proof of vaccination status</i>									
DRUG SCREENING	If you are a candidate for a position that involves direct client care in one of the Department of Human Services' hospitals or developmental centers, you may be subject to pre and/or post-employment drug testing/ screening. The cost of any pre-employment testing will be at your expense. Candidates with a positive drug test result or those who refuse to be tested and/or cooperate with the testing requirement will not be hired. You will be advised if the position for which you're being considered requires drug testing and how to proceed with the testing.									
FILING INSTRUCTIONS										
Forward a cover letter and resume electronically to: DHS-CO.Resumes@dhs.nj.gov You must include the Job Posting # in the subject line of your email.										

New Jersey Department of Human Services is an Equal Opportunity Employer